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ADMINISTRATIVE INTERNAL USE ONLY

OUTLINE OF THE NEW ANNUAL PERSONNEL
PLANNING AND REPORTING SYSTEM

A. CRITERIA USED IN SELECTING PLANNING AND REPORTING ITEMS

1. The expressed interests of the Director and Deputy Director are reflected in the material developed each year for the APP. This is the first criterion for the inclusion or exclusion of data in the APP and APR. It is subject to change each year. The other criteria used in determining what information should be dropped from the old APP, added or modified for inclusion in the new system are as follows:

a. Planning information concerning which a managerial decision must be made each year.

b. Information concerning which, after annual analysis, an exceptional decision may be required.

2. The configuration of the information and definitions to be used in the new APP and APR depends on the concern for information that is valid, useful and timely and which reflects appropriate EEO concerns.

B. PLANNING INFORMATION CONTAINED IN THE REVISED ANNUAL PERSONNEL PLAN (APP)

1. Projected Separations and Net Losses Due to Conversions.

This data will be based primarily on OPPPM's computer-assisted projections and will result in more valid goal setting for promotions and hiring than was possible under the old APP system where the Career Service had only limited information to project gains, losses and on-duty strength. The new OPPPM projections incorporate additional relevant personnel flow factors which are not immediately obvious such as age distributions, turnover in past years, etc.

2. Goals for Conversion from Clerical to Professional and Technical, and from Technical to Professional.

This goal is an expression of intention relevant to upward mobility and affirmative action efforts.

3. External Hiring Goals and Net Gains Due to Conversions.

This goal is derived from OPPPM computer-assisted projections and arrives at a more valid statement that addresses the combined effect of both internal conversions and external hires. It also effects anticipated headroom for promotions and requires a managerial focus on both external and internal affirmative action plans.

4. Promotions "from" Goals.

This goal is derived by the Career Service from OPPPM computer-assisted projections. Again, promotion feasibility projections incorporate personnel flow data that are not immediately obvious and it is now possible to establish more realistic goals.

5. Developmental Rotation Goals "out".

This is a summary of rotational goals relevant to the new Senior Officer Development Program (SODP). In contrast with the old APP, this summary of goals incorporates the specific definitions and grade categories stated in the new SODP.

6. Developmental Rotation Goals "in".

The purpose of this item is to help ensure high visibility of the Career Service's responsibility for accepting officers on rotation who are being developed as part of the SODP.

7. Advance Staffing Plan (ASP) Summary

Evidence from past practice reveals little or no link between the APP and the ASP which requires managers to project their direct hire needs. This has often resulted in Career Service's establishing hiring goals for the Recruitment Division which are unrealistic. This item is included to help ensure that Career Services make use of OPPPM's computer-assisted projections so that they will task the Recruitment Division with more realistic requirements.

C. REPORTING INFORMATION TO BE CONTAINED IN THE PROPOSED NEW ANNUAL PERSONNEL REPORT (APR)

1. The first five items in the proposed APR have the same titles and are numbered the same as in the revised APP. Eventually they will report a 5-year historical recap of official actual data plus current year plan data, for analysis and evaluation by each Career Service. The data in most of the APR will be retrieved from OPPPM's computerized official personnel data base. When historical information in the old APP was reconstructed for a 5-year analysis of trends, data had to be manually posted by Career Services.

2. Item #6 - Losses by Retirement.

Five-year retirement trends for professionals GS-13 through SIS-6 offer guidance to managers in their effort to assure that adequate succession planning through the new SODP is taking place.

3. Item #7 - Gains to Career Services by Change of Career Service.

Such information helps in keeping track of internal shifts of employees within the Agency and helps distinguish this source for meeting staffing requirements versus external hiring.

4. Item #8 - On-Duty Strength.

On-Duty Strength figures serve as a base for the analysis of various trends and patterns with respect to promotions, external hires, upward mobility and affirmative action results.

5. Item #9 and #10 - Personal Rank Assignments (PRAs).

The pattern and trends regarding PRAs will be discernible from this 5-year recap of official data. PRAs by Agency policy are considered to be temporary, and trend information relative to extensions of PRAs beyond two years will help in evaluating whether policy is generally being followed.

6. Items #11 and #12 - Professional and Technical "Problem Counseling Cases."

This data is developed and reported by each Career Service and pattern and trend information, should they exist, will be revealed.